

# The Gazette of India

PUBLISHED BY AUTHORITY

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No. 33] NEW DELHI, SATURDAY, AUGUST 15, 1964/SRAVANA 24, 1886

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Separate paging is given to this Part in order that it may be filed  
as a separate compilation

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## PART II—Section 4

### Statutory Rules and Orders issued by the MINISTRY OF DEFENCE

#### MINISTRY OF DEFENCE

*New Delhi, the 22nd July 1964*

**S.R.O. 293.**—In pursuance of sub-section (7) of Section 13 of the Cantonments Act, 1924 (2 of 1924), the Central Government hereby notifies that a vacancy has occurred in the membership of the Cantonment Board, Jutogh by reason of the acceptance by the Central Government of the resignation of Lt. Col. S. Tandon.

[File No. 19/1/G/L&C/58/2180-C/D (Q&C).]

**S.R.O. 294.**—In pursuance of sub-section (7) of Section 13 of the Cantonments Act, 1924 (2 of 1924), the Central Government hereby notifies that Captain S. K. Wahi has been nominated as a member of the Cantonment Board, Jutogh vice Lt.-Col. S. Tandon, who has resigned.

[File No. 19/1/G/L&C/58/2180-C/D (Q&C).]

SATYA PAL SARNA, Under Secy.

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*New Delhi, the 30th July 1964*

**S.R.O. 295.**—In exercise of the powers conferred by sub-section (2) of section 12 of the National Cadet Corps Act, 1948 (31 of 1948) read with sub-rule (2) of rule 42 of the National Cadet Corps Rules, 1948, the Central Government hereby appoints the Assistant Quarter Master General, 101 Communication Zone Area, to be a member of the State Advisory Committee of the National Cadet Corps for the Union territory of Tripura and makes the following amendment in the notification of the Government of India in the Ministry of Defence No. S.R.O. 133, dated the 4th April 1964, namely:—

In the said notification for item 4 and the entry relating thereto, the following item and entry shall be substituted, namely:—

“4. The Assistant Quarter Master General, 101 Communication Zone Area.”

[File No. 0686/NCC (Cord-D).]

K. SUBRAHMANYAM, Dy. Secy.

New Delhi, the 31st July 1964

**S.R.O. 296.**—In exercise of the powers conferred by clause (a) and (b) of section 31 of the Cantonments Act, 1924 (2 of 1924) the Central Government hereby makes the following rules, the same having been previously published as required by the said section, namely:—

### RULES

1. *Short title.*—These rules may be called the Wellington Cantonment (Division into wards) Rules, 1964.

2. *Division of Cantonment into wards.*—For the purpose of holding elections to the Wellington Cantonment Board, the Cantonment of Wellington shall be divided in the following wards namely:—

- Ward No. I
- Ward No. II
- Ward No. III
- Ward No. IV
- Ward No. V
- Ward No. VI

3. *Boundaries of wards.*—The boundaries of each of the said wards shall be as specified in the Schedule to these rules.

4. *Number of members to be elected.*—The number of members to be elected from each of the said wards shall be as shown below:—

- Ward No. I.—1.
- Ward No. II.—2. (includes one seat for Scheduled Caste).
- Ward No. III.—1.
- Ward No. IV.—1.
- Ward No. V.—1.
- Ward No. VI.—1.

### THE SCHEDULE

(Boundaries of Wards—see rule 3)

WARD No. I.—*North.*—Along the foot-path from Ootacamund-Coonoor Ghat Road to Bearers Lines upto Cantonment Board Junior Basic School, then along Muthu Pillai Street, Power House and Sub-Inspector's Quarters No. 1 to Cantonment Boundary Pillar No. 90.

*West.*—From Cantonment Boundary Pillar No. 90 to 89.

*South.*—Cantonment Boundary Pillar No. 89 to 64.

*East.*—Above Ootacamund-Coonoor Ghat Road from Cantonment Boundary Pillar No. 64 to the foot-path to Bearers Lines.

WARD No. II.—*North.*—Starts from Cantonment Boundary Pillar No. 95 and runs along the Ootacamund-Coonoor Ghat Road upto Black Bridge and then through the Cemetery Road upto the lake.

*East.*—From lake through short-cut to the river and then along the river to Supply Depot Mess and on to the Ootacamund-Coonoor Ghat Road by the Cantonment Board Office approach road and then along the Ghat Road joining the foot-path to Bearers Lines.

*South.*—The northern boundary of ward I.

*West.*—Cantonment Boundary Pillars Nos. 90 to 95.

WARD No. III.—*North.*—From Boundary Pillar No. 97 running along the stream to Singarathope Bridge near Cantonment Board Reading Room.

*East.*—From Singarathope Bridge near Cantonment Board Reading Room to the Military Hospital junction through short-cut and then along the road to the lake through Garrison Engineer's office and Shri Subramaniaswamy Temple near the Madras Regimental Centre.

*South.*—From the lake through Cemetery Road to Black Bridge and on by Ootacamund-Coonoor Ghat Road to Cantonment Boundary Pillar No. 95 at C.E.Z.M. School, Manjathala.

*West.*—Cantonment Boundary Pillar No. 95 to 97.

WARD NO. IV.—*North.*—Cantonment Boundary Pillar No. 124 to 138 where the Beratti Road cuts the Boundary line.

*East.*—Cantonment Boundary Pillar No. 138 to Bazar Hill Bakery and on to Range Road through Circle Quarters Road and Singarathope short-cut and then along range Road upto Singarathope Bridge near Cantonment Board Reading Room.

*South.*—Northern boundary of Ward III.

*West.*—From Cantonment Boundary Pillar No. 97 to 124.

WARD NO. V.—*North.*—Cantonment Boundary Pillar No. 138 to 141.

*East.*—Cantonment Boundary Pillar No. 141 to 10 where it cuts the Kotagiri Road.

*South.*—From Cantonment Boundary Pillar No. 10 along Kotagiri Road to War Memorial and on to Jubilee Garden by Railway Station Road and from there to the lake by short-cut.

*West.*—The eastern boundaries of Wards Nos. III and IV.

WARD NO. VI.—*North.*—The southern boundary of Ward No. V.

*East.*—From Cantonment Boundary Pillar No. 10 to 64.

*South.*—From Cantonment Boundary Pillar No. 33 to 64.

*West.*—Eastern Boundaries of Wards Nos. I and II.

[File No. 29/25|G|L&C|57/2276-C|D (Q&C).]

**S.R.O. 297.**—In pursuance of sub-section (1) of section 16 of the Cantonments Act, 1924 (2 of 1924) the Central Government hereby directs that the election of members of the Cantonment Board, Landour shall be held on the 18th October, 1964.

[File No. 29/11|G|L&C|56/2274-C|D (Q&C).]

**S.R.O. 298.**—In pursuance of sub-section (1) of section 16 of the Cantonments Act, 1924 (2 of 1924) the Central Government hereby directs that the election of members of the Cantonment Board, Amritsar shall be held on the 13th October, 1964.

[File No. 29/8|G|L&C|57/2275-C|D (Q&C).]

*New Delhi, the 1st August 1964*

**S.R.O. 299.**—In pursuance of sub-section (7) of section 13 of the Cantonments Act, 1924 (2 of 1924), the Central Government hereby notifies the election of the following persons as members of the Cantonment Board, Fatehgarh, from the Wards noted against each namely:—

1. Shri Ram Dass Ward No. I.
2. Shri Sunder Lal Ward No. II.
3. Shri Ram Chandra Ward No. III.

[File No. 29/40|G|L&C|57/2169-C|D (Q&C).]

SATYA PAL SARNA, Under Secy.

*New Delhi, the 1st August 1964*

**S.R.O. 300.**—In supersession of the Study Leave Rules contained in Appendix 32 of Civil Service Regulations Vol. II, the President hereby makes the following rules namely:—

1. *Short title, commencement and application.*—(1) These rules may be called the Civilians in Defence Services (Study Leave) Rules, 1964.

(2) They shall come into force at once.

(3) They shall apply to persons appointed to civilian posts in Defence Services whose pay is debitable to Defence Services Estimates.

2. *Definition.*—(1) In these rules, unless the context otherwise requires;

(a) 'Audit Officer' means an officer as defined in Article 15 of the Civil Service Regulations.

(b) 'Head of Mission' means Ambassador, Charge d' Affaires, Ministry, Consul-General, High Commissioner and any other authority declared as such by the Central Government in the Country in which the Government servant undergoes a course of study or training.

(a) All other words and expressions used in these rules but not defined shall have the meanings respectively assigned to them in the Civil Service Regulations.

3. *Conditions for grant of study leave.*—(1) Subject to the conditions specified in these rules, study leave may be granted to a Government servant with due regard to the exigencies of public service to enable him to undergo, in or out of India, a special course of study consisting of higher studies or specialised training in a professional or a technical subject having a direct and close connection with the sphere of his duty.

(2) Study leave may also be granted:—

(i) for a course of training or study tour in which a Government servant may not attend a regular academic or semi-academic course if the course of training or the study tour is certified to be of definite advantage to Government from the point of view of public interest and is related to the sphere of duties of the Government servant; and

(ii) for the purposes of studies connected with the framework or background of public administration; subject to the conditions that—

(a) the particular study or study tour should be approved by the authority competent to sanction study leave; and

(b) the Government servant should be required to submit, on his return, a full report on the work done by him while on study leave.

(iii) for the studies which may not be closely or directly connected with the work of a Government servant, but which are capable of widening his mind in a manner likely to improve his abilities as a Civil Servant and to equip him better to collaborate with those employed in other branches of the public service.

**Note:**—Applications for study leave in cases falling under clause (iii) shall be considered on merits of each case in consultation with the Ministry of Finance (Defence).

(3) Study leave shall not be granted unless—

(i) it is certified by the authority competent to sanction leave that the proposed course of study or training shall be of definite advantage from the point of view of public interest;

(ii) it is for prosecution of studies in subjects other than academic or literary subjects and

(iii) The Economic Affairs Department of the Ministry of Finance agrees to the release of foreign exchange involved in the grant of such leave, if such leave is outside India.

(4) Study leave out of India shall not be granted for the prosecution of in subjects for which adequate facilities exist in India or under any of the Schemes administered by the Economic Affairs Department of the Finance Ministry and the Ministry of Education.

(5) Study leave shall not ordinarily be granted to a Government servant—

(i) who has rendered less than five years' service under the Government, or

(ii) who does not hold a gazetted post under the Government; or

(iii) who is due to retire or has the option to retire from the Government service within three years of the date on which he is expected to return to duty after the expiry of the leave.

(6) Study leave shall not be granted to a Government servant with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave.

4. *Authority competent to sanction study leave.*—(1) Study leave may be granted to a Government servant by the Ministry of Defence.

(2) Where a Government servant borne permanently on the cadre of one department or establishment is serving temporarily in another department or establishment, the grant of study leave to him shall be subject to the conditions that—

- (i) the sanctioning authority shall not appoint a substitute to carry on his work in his absence; and
- (ii) the concurrence of the department or the establishment to which he is permanently attached is obtained before leave is granted.

5. *Maximum amount of study leave that may be granted at a time and during the entire service.*—The maximum amount of study leave, which may be granted to a Government servant shall be—

- (i) ordinarily twelve months at any one time, which shall not be exceeded save for exceptional reasons; and
- (ii) twenty four months (inclusive of study leave granted under any other rules) in all during his entire service.

6. *Combination of study leave with leave of other kinds.*—(1) Study leave may be combined with other kinds of leave, but in no case shall the grant of this leave in combination with leave other than extraordinary leave involve a total absence of more than twenty-eight months from the regular duties of the Government servant.

(2) A Government servant granted study leave in combination with any other kind of leave may, if he so desires, commence his study before the end of the other kind of leave but the period of such leave coinciding with the course of study shall not count as study leave.

NOTE.—The limit of twenty-eight months of absence prescribed in sub-rule (1) includes the period of vacation.

7. *Regulation of study leave extending beyond course of study.*—When the course of study falls short of study leave sanctioned the Government servant shall resume duty on the conclusion of the course of study, unless the previous assent of the authority competent to sanction leave to treat the period of shortfall as ordinary leave has been obtained.

8. *Grant of study allowance.*—A study allowance shall be granted for the period spent in prosecuting a definite course of study at a recognised institution or in any definite tour of inspection of any special class of work, as well as for the period covered by any examination at the end of the course of study.

9. *Period for which study allowance may be granted.*—The period for which study allowance may be granted shall not exceed twenty four months in all.

10. *Rates of study allowance.*—(1) The rates of study allowance shall be as follows but may be revised from time to time:

<i>Name of Country and Continent</i>	<i>Study allowance per diem</i>
Australia	12s. (sterling)
Continent of Europe	£ 1 (sterling)
India	Half of the full daily allowance to which the Government servant would have been entitled under rules regulating his travelling allowance if he were on tour to the place of study.
New Zealand	12s. (sterling)
United Kingdom	16s. „
United States of America	30s. „

(2) The rates of study allowance to be granted to a Government servant who takes study leave in other countries shall be such as may specially be determined by the President in each case.

(3) In cases where a Government servant is on study leave at the same place as his place of duty, the leave salary plus the study allowance shall not together exceed the pay that he would have otherwise drawn had he been on duty.

11. *Conditions governing grant of study allowance*—(1) Study allowance may be paid at the end of every month provisionally subject to an undertaking in writing being obtained from the Government servant that he would refund to Government any overpayment consequent on his failure to produce the required certificate of attendance or otherwise.

(2) A Government servant may be allowed to draw study allowance for the entire period of vacation during the course of study subject to the conditions that—

- (i) he attends during vacation any special course of study or practical training under the direction of the Government or the authority competent to sanction study leave, as the case may be; or
- (ii) In the absence of any such direction, he produces satisfactory evidence before the Head of Mission or the authority competent to sanction study leave, as the case may be, that he has continued his studies during the vacation.

(3) No study allowance shall be drawn during vacation falling at the end of a course of study except for a maximum period of fourteen days.

NOTE.—The period of vacation during which study allowance is drawn shall be taken into account in calculating the maximum period of twenty four months for which study allowance is admissible.

(4) Study allowance shall not be granted for any period during which the Government servant interrupts his course of study to suit his own convenience.

Provided that the authority competent to sanction study leave, in a case where the study leave is taken in India or a country where there is no Indian Mission, and the Head of Mission, in other cases, may authorise the grant of study allowance, for any period not exceeding fourteen days at a time during which the Government servant is prevented by sickness from pursuing his course of study.

(5) In the case of a definite course of study at a recognised institution, the study allowance shall be payable by the authority competent to sanction study leave, if the study leave availed of is in India or in a country where there is no Indian Mission, and by the Head of Mission in other cases, on claims submitted by the Government servant from time to time, supported by proper certificates of attendance.

(6) The certificate of attendance required to be submitted in support of the claims for study allowance shall be forwarded at the end of the term, if the Government servant is undergoing study in an educational institution, or at intervals not exceeding three months, if he is undergoing study at any other institution.

(7) When the programme of study approved does not include, or does not consist entirely of such a course of study, the Government servant shall submit to the authority competent to sanction study leave direct or through the Head of Mission a diary showing how his time has been spent and a report indicating fully the nature of the methods and operations which have been studied and including suggestions as to the possibility of adopting such methods or operations to conditions obtaining in India. The authority competent to sanction study leave shall decide whether the diary and report show if the time of the Government servant was properly employed and shall determine accordingly for what periods study allowance may be granted.

(8) (i) In the case of a Government servant who holds a gazetted post, the payment of study allowance at the full rate shall be subject to the production of a certificate to the effect that he is not in receipt of any scholarship/stipend or any other remuneration in respect of any part-time employment; and

(ii) In the case of a Government servant who does not hold a gazetted post, to whom study leave has been granted in relaxation of the provisions of clause (i) of sub-rule (5) of rule 2, such a certificate as is referred to in clause (i) of

this sub-rule shall be obtained from him by the drawing officer and the same shall be endorsed along with the bill for the drawal of study allowance.

12. *Grant of study allowance to Government servants in receipt of scholarship or stipend*—A Government servant, who is granted study leave, may be permitted to receive and retain, in addition to his leave salary, any scholarship or stipend that may be awarded to him from a Government or non-Government source. Such a Government servant shall ordinarily not be granted any study allowance but in cases where the net amount of the scholarship or stipend (arrived at by deducting) the cost of fees paid by the Government servant, if any, from the value of the scholarship or stipend) is less than the study allowance that would be admissible but for the scholarship or stipend the difference between the value of the net scholarship or stipend and the study allowance may be granted by the leave sanctioning authority.

13. *Grant of study allowance to Government Servants who accept part-time employment during study leave*.—If a Government servant, who is granted study leave, is permitted to receive and retain, in addition to his leave salary, any remuneration in respect of a part-time employment, he shall ordinarily not be granted any study allowance; but in cases, where the net amount of remuneration received in respect of the part-time employment (arrived at by deducting from remuneration any cost of the fee paid by the Government servant) is less than the study allowance that would be admissible but for the remuneration, the difference between the net remuneration and the study allowance may be granted by the leave sanctioning authority.

14. *Allowances in addition to study allowance*.—No allowance of any kind other than the study allowance or the travelling allowance, where specially sanctioned under rule 15 shall be admissible to a Government servant in respect of the period of study leave granted to him.

15. *Grant of Travelling Allowance*.—A Government servant shall not ordinarily be paid travelling allowance but the President may in exceptional circumstances sanction the payment of such allowance.

16. *Cost of fees for study*.—A Government servant granted study leave shall ordinarily be required to meet the cost of fees paid for the study but in exceptional cases the President may sanction the grant of such fees:

Provided that in no case shall the cost of fees be paid to a Government servant who is in receipt of scholarship or stipend from whatever source, or who is permitted to receive or retain, in addition to his leave salary, any remuneration in respect of part-time employment.

17. *Execution of a Bond*.—(1) Every Government servant in permanent employ who has been granted study leave or extension of such leave shall be required to execute a bond as given in Appendix A or Appendix A-1, as the case may be, annexed to these rules before the study leave or extension of such leave granted to him commences. If study leave or extension of such leave is granted to a Government servant not in permanent employ, the bond shall be executed as given in Appendix B or Appendix B-1, as the case may be, annexed to these rules.

(2) The authority competent to sanction study leave shall send to the Audit Officer, a certificate to the effect that the Government servant has executed the requisite bond.

18. *Resignation and retirement*.—(1) If a Government servant resigns or retires from service without returning to duty after a period of study leave or within a period of three years, after such return to duty, he shall be required to refund double the amount of leave salary, study allowance, cost of fees, travelling and other expenses, if any, incurred by the Government of India only drawn by him for the period of study leave, together with interest thereon at Government rates for the time being in force on Government loans from the date of demand before his resignation is accepted or permission to retire is granted.

Provided that the President may relax this provision where a Government servant is on return to duty from study leave, forced to retire from the service on medical grounds.

(2) The study leave availed of by such a Government servant shall be converted into regular leave standing at his credit on the date on which the study leave commenced, any regular leave taken in continuation of study leave being suitably adjusted for the purpose and the balance of the period of study leave, if any, which cannot be so converted treated as extraordinary leave. In addition to the amount to be refunded by the Government servant under sub-rule (1) he shall be required to refund any excess of leave salary actually drawn over the leave salary admissible on conversion of the study leave.

19. *Leave salary during study leave.*—(1) During study leave, a Government servant shall draw leave salary on half average salary as defined in Article 16 C.S. Regulations subject to maximum and the minimum laid down in Articles 316, 319, 326 and 327 thereof, or the amount admissible during half pay leave under AI 2/S/59, NI 37/60 and AFI 47/60 as the case may be.

(2) The rate of exchange prescribed by the President for the conversion of leave salary (other than that admissible during the first four months of a period of leave on average pay) shall apply to leave salary during study leave.

20. *Commencement of a course of study during leave other than study leave.*—A Government servant may, subject to the approval of the proper authority being obtained as required under paragraph 1 of Appendix C annexed to these rules, undertake or commence a course of study during leave on average pay, and subject to Rules 8 to 15 and 18, draw study allowance in respect thereof.

21. *Counting of study leave for promotion, pension, seniority, leave and increments.*—(1) Study leave shall count as service for promotion, pension and seniority. It shall also count as service for increments as provided in Ministry of Defence Office Memorandum No. 3(1)/62/1029/D (Civ. I), dated the 11th October, 1963.

(2) The period spent on study leave shall not count for earning leave other than half-pay leave under AI/2/S/59, NI 37/60 and AFI 47/60.

22. *Debiting of study leave to the leave account.*—Study leave shall be treated as extra leave on half average pay and shall not be taken into account in reckoning the aggregate amount of leave on half average pay taken by the Government servant towards the maximum period admissible.

23. *Procedure for making application for study leave and grant of such leave.*—The procedure for making application for study leave and grant of such leave shall be as laid down in the Procedural Instructions given in Appendix C annexed to these rules.

24. *Saving.*—Study leave granted before the commencement of these rules shall be deemed to have been granted under these rules.

#### APPENDIX 'A'

#### BOND FOR PERMANENT GOVERNMENT SERVANTS PROCEEDING ON STUDY LEAVE UNDER THE STUDY LEAVE RULES

Know all men by these presents that I ..... Resident of ..... in the District of ..... at present employed as ..... in the Ministry/Office of ..... do hereby bind myself and my heirs, executors and administrators to pay to the President of India (herein after called "the Government") on demand the sum of Rs. .... (Rupees ..... ) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India and TOGETHER with



all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

Signed and dated this.....day of.....one thousand nine hundred and.....

Signature .....

Witnesses (1).

(2)

WHEREAS I ..... am granted study leave by Government:

AND WHEREAS for the better protection of the Government I have agreed to execute this bond with such condition as hereunder is written:

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of my resigning or retiring from service without returning to duty after the expiry or termination of the period of study leave or at any time within a period of three years after my return to duty I shall forthwith pay to the Government or as may be directed by the Government on demand the said sum of Rs. .... (Rupees ..... ) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon my making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The Government of India have agreed to bear the stamp duty payable on this bond.

Signed and delivered by

.....in the presence of

Witnesses (1)

(2)

Accepted

for and on behalf of the President of India.

APPENDIX 'A'-1

(See Rule 17)

# BOND FOR PERMANENT GOVERNMENT SERVANTS GRANTED EXTENSION OF STUDY LEAVE

KNOW ALL MEN BY THESE PRESENTS THAT I ..... resident of .....in the District of ..... at present employed as ..... in the Ministry/Office of ..... do hereby bind myself and my heirs, executors and administrators to the President of India (here-in-after called "the Government") on demand the sum of Rs. .... (Rupees ..... ) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans, or if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

Signed and dated this ..... day of ..... one thousand nine hundred and .....

Whereas I ..... was granted study leave by Government for the period from ..... to ..... in consideration of which I executed a bond dated ..... for Rs. .... (Rupees ..... ) in favour of the President of India:

AND WHEREAS the extension of study leave has been granted to me at my request until .....

AND WHEREAS for the better protection of the Government I have agreed to execute this bond with such condition as hereunder is written:

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of my resigning or retiring from service without returning to duty after the expiry or termination of the period of study leave so extended or any

time within a period of three years after my return to duty I shall forthwith pay to the Government or as may be directed by the Government on demand the said sum of Rs. .... (Rupees ....) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon my making such payment the above written obligation shall be void and of no effect otherwise it shall be and remain in full force and virtue.

The Government of India have agreed to bear the stamp duty payable on this bond.

Signed and delivered by

..... in the presence of

Witnesses (1) ..... (2) .....

Accepted

for and on behalf of the President of India.

APPENDIX 'B'

(Sec Rule 17)

# BOND FOR TEMPORARY GOVERNMENT SERVANTS PROCEEDING ON STUDY LEAVE UNDER THE STUDY LEAVE RULES

KNOW ALL MEN BY THESE PRESENTS THAT WE ..... resident of ..... in the District of ..... at present employed as ..... in the Ministry/Office of ..... (here-in-after called "the obligor") and Shri ..... son of ..... of ..... and Shri ..... son of ..... of ..... (here-in-after called the sureties) do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the President of India (here-in-after called the "Government") on demand the sum of Rs. .... (Rupees ....) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India and TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

Signed and dated this ..... day of ..... one thousand nine hundred and .....

Signature of the obligor:.....

Sureties (1):

(2):

Witnesses (1):

(2):

WHEREAS THE obligor is granted study leave by the Government:

AND WHEREAS for the better protection of the Government the obligor has agreed to execute this bond with such condition as hereunder is written:

AND WHEREAS THE said sureties have agreed to execute this bond as sureties on behalf of the above bounden .....

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of the obligor Shri ..... resigning from service without returning to duty after the expiry or termination of the period of study leave or at any time within a period of three years after his return to duty the obligor and the sureties shall forthwith pay to the Government or as may be directed by the Government on demand the said sum of Rs. .... (Rupees ....) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon the obligor Shri ..... and, or Shri ..... and, or Shri ..... the sureties aforesaid making such payment the above written obligation shall be void and of no effect otherwise it shall be and remain in full force and virtue.

PROVIDED ALWAYS THAT the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance act or omission of the Government or any person authorised by them (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the Government to sue the obligor before suing the sureties Shri ..... and Shri ..... or any of them for amounts due hereunder.

The Government of India have agreed to bear the stamp duty payable on this bond.

Signed and delivered by the obligor above named Shri ..... in the presence of .....

Signed and delivered by the surety above named Shri ..... in the presence of .....

Signed and delivered by the surety above named Shri ..... in the presence of .....

Accepted

for and on behalf of the President of India.

APPENDIX (B-1)

(See Rule 17)

# BOND FOR TEMPORARY GOVERNMENT SERVANTS GRANTED EXTENSION OF STUDY LEAVE.

KNOW ALL MEN BY THESE PRESENTS THAT WE .....  
RESIDENT OF ..... in the District of ..... at present  
employed as ..... in the Ministry/Office of ..... (herein-  
after called "the obligor") and Shri ..... son of ..... of  
..... and Shri ..... son of ..... of .....  
..... (hereinafter called the sureties) do hereby jointly and severally  
bind ourselves and our respective heirs, executors and administrators to pay to  
the President of India (hereinafter called "the Government") on demand the  
sum of Rs. .... (Rupees ..... ) together with  
interest thereon from the date of demand at Government rates for the time being  
in force on Government loans or, if payment is made in a country other than  
India, the equivalent of the said amount in the currency of that country converted  
at the official rate of exchange between that country and India AND TOGETHER  
with all costs between attorney and client and all charges and expenses that shall  
or may have been incurred by the Government.

Signed and dated this ..... Day of ..... One thousand nine  
hundred and .....

WHEREAS the obligor was granted study leave by the Government for the  
period from ..... to ..... in consideration of which he executed  
a bond dated ..... for Rs. .... (Rupees ..... )  
in favour of the President of India:

AND WHEREAS as extension of study leave has been granted to the obligor at  
his request until .....

AND WHEREAS the said sureties have agreed to execute this bond as sureties  
agreed to execute this bond with such condition as hereunder is written:

AND WHEREAS for the better protection of the Government the obligor has  
on behalf of the above bounded .....

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT  
in the event of the obligor Shri ..... resigning from service without  
returning to duty after the expiry or termination of the period of study leave so  
extended or at any time within a period of three years after his return to duty  
the obligor and the sureties shall forthwith pay to the Government or as may  
be directed by the Government on demand the said sum of Rs. .... (Rupees  
..... ) together with interest thereon from the date of demand  
at Government rates for the time being in force on Government loans.

AND UPON the obligor Shri ..... and, or Shri .....  
and, or Shri ..... the sureties aforesaid making such payment the

above written obligation shall be void and of no effect otherwise it shall be and remain in full force and virtue.

PROVIDED ALWAYS that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance act or omission of the Government or any person authorised by them (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the Government to sue the obligor before suing the sureties Shri ..... and Shri ..... or any of them for amounts due hereunder.

The Government of India have agreed to bear the stamps duty payable on this bond.

IN WITNESS WHEREOF ..... the Government servant above named has signed these presents the day, month and year first above written.

Signed, sealed and delivered by .....  
in the presence of:

- 1.
- 2.

Accepted for and on behalf of the President of India by .....

#### APPENDIX 'C'

(See Rule 23)

#### PROCEDURAL INSTRUCTIONS FOR MAKING APPLICATION FOR STUDY LEAVE AND GRANT OF SUCH LEAVE

1. Except as otherwise provided in these rules, all applications for study leave shall be submitted with the Audit Officer's certificate to the authority competent to sanction the study leave through the prescribed channel and the course or courses of study contemplated and any examination which the Government servant proposes to undergo shall be clearly specified therein. If the course of study, is out of India, the authority competent to sanction the study leave shall forward to the Head of Mission, if there is an Indian Mission in that country, a copy of the approved programme of study. In a case where it is not possible for the Government servant to give full details in his original application, or if, after leaving India he is to make any change in the programme which has been approved in India, he shall submit the particulars as soon as possible to the Head of Mission or the authority competent to sanction the study leave, as the case may be. In such cases he shall not, unless prepared to do so at his own risk, commence the course of study nor incur any expenses in connection therewith until he receives approval of the authority competent to sanction the study leave to the course.

2. (a) Where the study leave is sanctioned the Ministry of Defence shall inform the Head of Mission of the particulars of the case.

(b) It will be necessary for the Government servant concerned to place himself in communication with the Head of Mission, who will arrange any details and issue any letters of introduction that may be required.

3. On completion of a course of study a certificate in the proper form (which may be obtained from the Head of Mission) together with certificates of examinations passed or special courses of study undertaken indicating the dates of commencement and termination of the course with remarks, if any, of the authority in charge of the course of study, shall be forwarded to the Head of Mission concerned. When the study leave has been taken in India or any other country where there is no Indian Mission, such certificate shall be forwarded to the authority which sanctioned the leave.

[No. 11(6)/61/8624/D (Civ. II).]

A. R. SANKARANARAYANAN, Dy. Secy.

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*New Delhi, the 11th August 1964*

**S.R.O. 301.**—In pursuance of sub-section (7) of section 13 of the Cantonments Act, 1924 (2 of 1924) the Central Government hereby notifies that a vacancy has occurred in the Cantonment Board, Dehu Road, by reason of the expiry of term of office of Shri P. L. Kullarwar, Magistrate 1st Class.

[F. No. 19/7/G/L&C/58 D(Q&C).]

**S.R.O. 302.**—In pursuance of sub-section (7) of section 13 of the Cantonments Act, 1924 (2 of 1924) the Central Government hereby notifies that Shri S. R. Kakodkar Sub Divisional Magistrate has been nominated as a member of the Cantonment Board, Dehu Road by the District Magistrate Poona in exercise of the powers conferred under Section 13(3) (b) of that Act vice Shri P. L. Kullarwar, Magistrate 1st Class.

[F. No. 19/7/G/L&C/58 D(Q&C).]

**SATYA PAL SARNA**, Under Secy.

